V A C A N C Y   N O T I C E

CS-376   REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position

TITLE OF POSITION: Housekeeper	CLASSIFICATION CODE: 02163400
SALARY RANGE: (310) $27099 - $28985	REFERENCE POSITION NO.: 5550-10000-536
Department or Agency Name: State Colleges	APPLICATION PERIOD: 4/6/2006 - 4/13/2006
Division/Section/Unit RI College	**GRACE PERIOD ENDS** 4/16/2006
Assignment(s) / Comments Floater - Main Campus	
Shift and Days: 1st Shift Mon-Fri 7:00 AM - 3:30 PM	**Job Location:** Physical Plant
Restrictions/Limitations: LTPS to 10-14-2006	

Position Covered By Collective Bargaining Union Agreement   Yes __x__   No _____

Name of Bargaining Unit Union: Council 94

There is* ____ is not _X_ a Civil Service List for this position   **See A/B or Both for Specific Instructions**

* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

General Information to Candidate

INSTRUCTIONS:

A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

Most Important - Please include the following information:

- *The title of the position for which you are applying*
- *Title of your present position and date you entered it*
- *Date you entered State service*
- *Name of department where you are currently employed*
- *Your business telephone number*
- *Present Union Affiliation*

*** In certain agencies, bargaining union applicants will receive preferential consideration for appointment

B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:

If indicated above that no civil service list exists for this position, it need not be a lateral position, or prior State service. All the information requested on the application form must be filled in. The information you give will be used by the agency Personnel Officer in determining your qualifications. If an item does not apply to you, or is information not given, write in the letters "N/A" (Not Applicable). If you fail to answer all the questions on the application form it may delay consideration of your application.

C. AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS:

- **Reasonable Accommodation:**
If an applicant is unable to perform any essential job function because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual should not be considered unqualified for therefore the position.

- **Medical Information:**
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

RESCINDED

Statement of Duties

DUTIES / RESPONSIBILITIES:

The ability to do cleaning and other domestic and custodial work; the ability to follow simple verbal directions; a working knowledge of the equipment and methods used for cleaning in custodial work; and to do related work as required.

PLEASE NOTE INSTRUCTION "A" ABOVE FOR STATE EMPLOYEES BIDDING FOR THIS POSITION.

Minimum Education & Experience

EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:

(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)
Education: Such as may have been gained through: completion of eight school grades; **or Experience**: Such as may have been gained through: functioning in a capacity requiring the performance of basic cleaning and custodial tasks.

Where to Apply

Apply within the application period as shown on this announcement. **NOTE**: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. **SEND RESUME or CS-14 Application to:**

Rhode Island College Human Resources Office
600 Mt. Pleasant Avenue, Providence, RI 02908
Attn: Robin Pecunioso, Manager Classified Services

Telephone #:	401-456-8443
Fax #:	401-456-8717
TTY/TDD #:	1-800-745-5555

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER